

Population of Existing DL Courseware in the ALMS

Business Process

As part of the fielding process for the ALMS and the data integration effort for the ALMS existing DL courseware must be made usable through the ALMS. The process established in this document is for the purpose of clarifying and codifying how this goal is to be accomplished. The baseline document upon which this process is based is the Existing DL Courseware spreadsheet developed through a TRADOC data-call in the establishment of the Interservice DL Courseware Catalog in August 2004.

1. List of existing DL courseware for a specific TRADOC school is prepared for TPIO TADLP and PM DLS in advance of their visit to the school for the Senior Leader Briefing block of the ALMS fielding process.
2. Population of existing DL courseware is briefed to TRADOC proponent school leadership during Senior Leader Brief visit and vetted list of relevant courseware is provided to school leadership and DL POC.
3. Relevant TRADOC school provides existing DL courseware content to PMO DLS (Ms. Valerie Williams, email: valerie.l.williams@us.army.mil). This may involve the direct packaging and shipping of the content (e.g. on CD ROM) or the coordination with organizations that are currently hosting the Courseware for shipment or delivery by them. The existing DL courseware content must be provided to PMO NLT the arrival of the ALMS fielding site survey team. Any DL courses indicated on the list for which the relevant TRADOC school does not wish to submit the content must be substituted with and explanation for why content should not be used.
4. PMO DLS loads and tests all existing DL courseware content for usability on the ALMS. Following usability testing a determination must be made based on test outcome and TPIO TADLP functional input as to whether the course should be 'pointed' to, upgraded to play on the ALMS or not used through the ALMS.
5. During the ALMS fielding and training visit to the relevant TRADOC School DL Course Managers are trained on creating course structures in the ALMS using the existing DL courseware content that has been loaded into the ALMS or pointed to from the ALMS. Therefore, all existing DL courseware must either be loaded into the ALMS or 'pointed' to prior to the fielding/training team arrival at relevant TRADOC school.
6. Four weeks prior to fielding visit by PMO DLS all existing courseware at the relevant TRADOC School will be usable through, or will have been submitted for approval for pointing, or will have been removed from the DL courseware fielding list based on extenuating circumstances.